



SURA/JLAB – EXIT INTERVIEW FORM

HR Form 405.02 (ER 9/99)

HR Use Only

Interview appointment scheduled? Yes No

If yes, date/time: _____

Please bring to your Exit Interview or mail to Employee Relations Manager, Mail Stop 28D

Name (optional): _____

Date of Hire: _____ Termination Date: _____

Job Title: _____

Supervisor: _____

Division: _____

Department: _____

Employee Category: ☐ Regular ☐ Term

☐ State

☐ Casual ☐ Student

1. What factors contributed to your decision to leave Jefferson Lab?

☐ Type of work

☐ Career change

☐ Salary

☐ Family/Personal reasons

☐ Dissatisfaction with management

☐ Health

☐ Commuting problems

☐ Return to school

☐ Working conditions

☐ Better job opportunity

☐ Lack of advancement

☐ Retirement

☐ End of Term Position

☐ Relocation

☐ Other _____

Please explain. _____

2. What do you see as most attractive about your new job?

3. What does the new job offer that Jefferson Lab does not?

4. What is your opinion of working conditions at Jefferson Lab? Good ☐ ☐ ☐ ☐ ☐ Poor

Comments: _____

5. Have working conditions changed during your tenure? Yes ☐ No ☐ Very little ☐

In what way? _____

6. How would you rate your supervisor on each of the following points?

	<u>Excellent</u>	<u>Very Good</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
Demonstrates fair and equitable treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognizes staff accomplishments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promotes cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolves complaints and problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encourages feedback and suggestions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee health and safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps staff informed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____					

7. How would you rate the following in your Division?

	<u>Excellent</u>	<u>Very Good</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
Cooperation within your division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation with other divisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-the-job training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advancement opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications within your division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Morale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional comments: _____					

8. What did you like **most** about working at Jefferson Lab? _____

9. What did you like **least** about working at Jefferson Lab? _____

10. What is your assessment of the following at Jefferson Lab?

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>No Opinion</u>
Compensation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leave Policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunity for Advancement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Posting Policy/Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training-Education Programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Appraisal System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Services Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Would you recommend a friend to pursue employment with Jefferson Lab?

☐ Yes, definitely ☐ Yes, with reservations ☐ No

If No/Reservations, please explain: _____

12. May we share the information you have provided on this form with others in:

Lab management? ☐ Yes ☐ No

Division management? ☐ Yes ☐ No

13. What suggestions would you offer to make Jefferson Lab a better place to work?

Employee Signature: _____ **Date:** _____

Thank you for taking the time to share your thoughts and opinions.